

☒ Current ☐ Proposed

Classification Title Staff Services Analyst	Division/Unit Selections Division
Working Title ECOS Consultant	IT Domain (if applicable)
Position Number 363-850-5157-001	Effective Date 2/28/2023
Name	Date Prepared 2/28/2023

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the supervision of the Staff Services Manager I, the Staff Services Analyst is responsible for providing consultation and technical assistance to state departments on, examination information, policy guidance and interpretation of the State Personnel Board selection laws, rules and regulations; and responds to questions from State Departments selection staff, State employees, candidates seeking State employment and the general public for the ECOS Consultation Unit. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
40%	(E)	Provide Consultation Services (E) <ul style="list-style-type: none"> • Provide selection and consultation services to departmental managers and program staff of more than 160 departments and the public. • Proactively seek out and implement new ways to provide more efficient services. • Provide interpretation of laws, rules, and regulations regarding the selection field. • Problem solving by identifying issues and following through with a resolution.

		<ul style="list-style-type: none"> • Conduct research and formulate recommendations for business cases. • Assess and resolve selection topics. • Research special job postings for exempt entities (i.e., Legislature, Senate, Judicial Council, Institute for Regenerative Medicine, etc.), and any hires that fall under the exempt appointment provisions (Governor's appointees, etc.).
40%	(E)	Provide Training Services (E) <ul style="list-style-type: none"> • Provide training services to departmental managers and program staff of more than 160 departments and the public. • Develop appropriate training curriculum and guidance material related to selections' processes. • Learn and apply knowledge of California State Civil Service Merit system laws and rules, including examination and certification policies and procedures, standards, and guidelines for state hiring. • Develops, modifies and administers training by request to state HR departments on various ECOS and other selection systems processes and procedures.
20%	(M)	Initiates Recommendations for improvements of ECOS and Selection Services (M) <ul style="list-style-type: none"> • Initiates recommendations for improvements of systems used for Selection services (e.g. ECOS and Legacy). • Participates in quality innovations in the ECOS and selection process. • Participates in User Acceptance Testing and development. • Identify selection and testing issues and collaborate with appropriate parties for solutions. • Submits recommendations for resolution of identified selection and testing issues to appropriate parties (e.g. Departments, Management, IT teams, and the ECOS project team), both in person and in writing, as appropriate.

Supervision Received

The Staff Services Analyst reports directly to and receives the majority of assignments from the Staff Services Manager I; however, direction and assignments may also come from the Staff Services Manager III, and the Selection Division Chief.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

The incumbent requires computer skills (Word and Excel) writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Include information on travel, overtime, and environmental factors. Describe physical tasks performed, operating machinery or equipment, ability to lift, etc.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date